

UST Update Policy

4/1/08

General Description

A description of the fields included in the UST extract is available in *UST Field Descriptions.doc*.

There is a separate row in the UST for each variation of an offense, and for that reason the UST will often contain more than one record for each base offense. The term variation refers to things like attempts, conspiracies, or enhanced penalty, and a list of the variations is contained in *UST Extended Key.doc*.

The UST has fields called Base_Key and Extended_Key. The Base_Key is unique for each base offense, but you need to use Extended_Key to get a unique combination for each variation. There are other combinations of fields that could be used to formulate a unique key as well, and there is no requirement that any agency use the Base_Key and Extended_Key. However, storing these fields may make it easier to synchronize the UST with the internal table used at each agency or to track down where a particular change came from.

Each record in the UST will have a Changed_Field column that indicates whether at least one of its core fields has been changed since the most recent major release. This field will be blank if substantially unchanged, will contain "ADD" for new records, or will contain the name of the most important field that was changed since the previous release.

Major Releases

DCJS will issue a new major release of the UST effective July 1 of each year. DCJS will ensure that the table passes required edit checks and meets sorting requirements. A preliminary release will be sent to VSP, SCV, and DOC to test for load errors by approximately May 31. Comments or errors discovered as part of the pre-release will be reported to DCJS by June 10. DCJS will correct reported errors and create a final release that includes legislative updates effective July 1 and will be distributed by approximately June 15.

Offenses will be added in the following ways:

- Because of new legislation based on a list of changes to VCC codes from the Virginia Criminal Sentencing Commission (VCSC). VCSC changes include new, modified, and retired offenses.
- New offenses will be added as needed by user agencies (SCV, DOC, or magistrates, but only rarely by VSP) to their internal tables and an email will be sent to Paula.Fox@dcjs.virginia.gov with a copy to Greg.Lilley@dcjs.virginia.gov . Paula will reply with the status of the proposed UST change within one week and will maintain a list of all changes submitted and

how they were handled. If the change meets the criteria described under Interim Updates and Corrections, an interim release will be distributed.

- Ordinances - In the future DCJS may allow localities to submit ordinances in a prescribed format, but for now they must be added to local tables and will not be stored in the UST.

State Police will be responsible for distributing the new release to all LiveScan users. Supreme Court will be responsible for distributing the UST to magistrates.

Interim Updates and Corrections

In between major releases, DCJS will distribute updates and corrections as needed to those persons listed on the UST Distribution List.

The procedure to be followed for updates requiring user notification is as follows:

1. Correct the UST database.
2. Create a new interim release (e.g. UST-2007b.xls) and a file containing just the changes since the most recent interim release (e.g. UST-Changes-2007b.xls).
3. Update the UST webpage so the new release and the UST-Changes are available for download.
4. Email notifications as listed on the UST distribution list.

Some changes to the UST are substantial enough that they will require email notification to persons on the UST Distribution list. Changes requiring notification are those that would make charging more specific or would change what would appear on warrants.

These would include changes to:

- VCC
- Mod_Ind
- Type
- Class
- New offenses already added by another primary agency and reported to DCJS.
- Splitting one UST into more than one record which includes new option codes, new VCC's.
- BO_Spec_Code_Cite
- BO_Gen_Code_Cite
- Start_Date
- End_Date

On rare occasions, a change to the UST will require updating records that are already in the CCH database. An example might be where the literal description for one offense was incorrectly applied to a second offense, and vice-versa. Both are valid offenses but have the wrong description. Since CCH stores the literal with an offender's rap sheet, CCH would need to correct any records where the wrong description had been captured.

Before making these types of changes where corrections may need to be made to records in existing databases, DCJS will confer with the affected agencies to ensure this is the best solution.

Changes that are not considered substantial will not cause a new release to be distributed. Such changes would include correction of descriptions, typos, or spacing unless considered significant for correct processing.

UST Web Page

DCJS will maintain a UST web page that will contain the following information:

- Current version of *UST Update Policy*
- *UST Field Descriptions.doc*
- Most recent release of UST in Excel and pipe-delimited text format (e.g. *UST-2007a.xls*)
- Most recent UST-Change file in Excel and pipe-delimited text format (e.g. *UST-Changes-2007a.xlsx*)
- *UST Extended Key.doc*
- Link to Virginia Criminal Sentencing Commission (VCSC)

Requests for non-current releases or change files should be made to Paula Fox at Paula.Fox@dcjs.virginia.gov.

“General” Offense Descriptions

DCJS will maintain a separate table of “General” Offense Descriptions that will contain one record for every unique combination of general or specific code cite, F/M, and end_date, which is usually insufficient to determine an unambiguous VCC Code. It is to be used primarily by VSP for paper fingerprint cards, which only contain code-cite, description, F/M, and offense date. The General Description table may also be used by the Court Management System (CMS) at SCV in cases where they do not have sufficient information to determine a VCC code. All “General Offenses” will have generic descriptions and will be assigned a blank option code and will be assigned a VCC of “GEN-0000-X0”, except in cases where there is only one possible VCC or where the VCSC has already assigned an appropriate “general” VCC that could be applied. The “General” table will be distributed at the same time as major and interim releases of the UST.

eMagistrate Update Procedures (SCV only)

For basic offense modifiers, such as attempts and conspiracies, the eMagistrate System computes VCC codes based on rules issued by the VCSC instead of using the pre-computed VCC in the UST table. For enhanced penalties, an additional version is created, but when there is a combination of an enhanced penalty and a modifier, the eMagistrate System again computes VCC codes instead of using the pre-computed VCC in the UST.

Therefore, the eMagistrate System would want to ignore all offenses in the UST table which are not base offenses (00) or Enhanced Penalty Offenses (Extended_Key greater than 06). The magistrate system has multiple versions allowable for many of the offenses in the UST and uniquely identifies these records with a Genkey. Although the

combination of Base_Key + Extended_Key uniquely identifies a record in the UST, any given Base_Key + Extended_Key may apply to more than one Genkey. All of the base Offenses (Extended_Key of 00) should be in the Magistrate system but only the Enhanced Penalty Records (Extended_Key > 06) which do not also include a modifier (such as Attempt or Conspiracy) should be added.

SCV will send a copy of their statute table to DCJS by April 1 of each year, and at other times during the year on an as-needed basis . DCJS will map the magistrate versions which have not been previously matched to the UST and assign the appropriate Base_Key and Extended_key. DCJS will return MagCodeKeys.xls containing both the GenKeys and the UST Base_Key and Extended_Key by April 30. SCV will update their statute table with the UST keys so they will be able to easily apply the updates when DCJS distributes the new release,

If a UST record has changed since the most recent release of the UST, there will be a UST field name in CHANGED_FIELD, and if it is a new record, then CHANGED_FIELD will have a value of "ADD". The Base_Key & Extended_Key for changed records should already be in the magistrate table. The Base_Key and Extended Key for ADD records will need to be added to the magistrate statute table and SCV will need to add a new Genkey and appropriate magistrate language.

Misc Policies

- Once a record is added to the UST, it cannot be deleted unless it is in error. If necessary, a record can be end-dated and a new record can be added with a new start date to replace it. In cases where the UST record was in error and needs to be removed, it may be necessary for records which have already used the erroneous record to be corrected as described under *Interim Updates and Corrections*.
- As a general rule new records will not be added to the database just because the penalty for an existing record has changed, unless a new VCC was issued.
- New fields may be added when a major release is distributed. Whenever a new field is added it will be added to the end of the field list, and it will be pointed out in the distribution email to UST recipients.
- In some cases, law enforcement is charging defendants under the statute specifying the penalty rather than the statute which describes the actual offense. Even though this is technically incorrect, the UST will include the statute for both the penalty and the offense description as chargeable offenses.

Important Dates

Date	Description
April 1	Existing MagCodeSection.xls sent from SCV to DCJS.
April 30	MagCodeKeys.xls updated with UST BaseKey and ExtendedKey sent from DCJS to SCV.
May 1	New legislation and VCC's available from VCSC.
May 5	New MagCodeKeys.xls with SCV version of new legislation from SCV to DCJS and VCSC.
May 12	SCV, DCJS, VCSC to reconcile differences between VCSC and SCV new legislation lists
May 21	Reconciled MagCodeKeys.xls with new legislation and with UST BaseKey and ExtendedKey sent from DCJS to SCV.
May 30	Pre- release of UST distributed to VSP, SCV, and DOC for testing.
June 6	Comments and errors on Pre-release reported to DCJS.
June 16	Final release of UST distributed.
July 1	Effective date of major release

UST Distribution List

Updates to this list should be sent to Paula Fox Paula.Fox@dcjs.virginia.gov aith a copy to Greg.Lilley@dcjs.virginia.gov .

Agency	Name	Files Required
DCJS	Cherisse Lawrence	<i>MagCodeSection.xls</i>
VSP	Nadine Cornett John Wingfield Norman Westerburg Anita Dolan	<i>UST-2007a.xls</i> <i>UST-2007a.txt</i> <i>UST-General-2007a.xls</i> <i>UST-General-2007a.txt</i>
VSP	Barry Armstrong	<i>UST-2007a.xls</i> <i>UST-2007a.txt</i> <i>UST-Changes-2007a.xls</i>
SCV	Bob Kelley Sharon Duncan Raj Srivastava	<i>MagCodeKeys.xls</i> <i>UST-2007a.xls</i> <i>UST-2007a.txt</i> <i>UST-Changes-2007a.xls</i>
SCV	Dave Savage Brent Sizemore	<i>UST-2007a.xls</i> <i>UST-2007a.txt</i> <i>UST-Changes-2007a.xls</i> <i>UST-General-2007a.xls</i> <i>UST-General-2007a.txt</i>
DOC	Jody Rogish Rick Davis	<i>UST-2007a.xls</i> <i>UST-2007a.txt</i> <i>UST-Changes-2007a.xls</i> <i>UST-General-2007a.xls</i> <i>UST-General-2007a.tx</i>

UST Data and Document Files

Document/File Name	Description
<i>UST Update Policy 4-3-07.doc</i>	This document. Latest version available on web page. Notification of updates to be emailed on an as-needed basis.
<i>UST Field Descriptions.doc</i>	Description of fields contained in UST. This document will be amended to document how fields contained in VSP's General UST table differ from fields in the primary UST.
<i>UST Extended Key.doc</i>	A list of the possible variations (e.g. attempts, conspiracies, or enhanced penalties). The combination of Base_Key + Extended_Key will uniquely identify each record in the UST.
<i>UST-2007a.xls</i> <i>UST-2007a.txt</i>	Each major release, usually effective July 1, will include the current year plus a letter to indicate its version. The first version will be a, the second will be b, etc. Filename is "UST" + Year of the Release plus the letter "a". In both Excel and pipe-delimited text format. Does not include VSP "IMPORT" records.
<i>UST-2007b.xls</i> <i>UST-2007b.txt</i>	This is an interim release that includes all records – not just the changes. Filename is "UST" + Year of the Release plus an appended letter (b,c,d etc.) as a version designation. In both Excel and pipe-delimited text format. Does not include VSP "IMPORT" records.
<i>UST-Changes-2007a.xls</i>	Additions and changes to the UST since the last interim release in same format as the main UST. This file would contain only the records that have been added or substantially updated since the most recent interim release.
<i>UST-Prerelease-2007a.xls</i>	A pre-release version of the UST to be used only for testing. The pre-release version will contain any new columns added since the last major release and will be in the same format as the final version. If it is necessary to do more than one prerelease, the next letter in sequence will be added to the filename.
<i>UST-General-2007a.xls</i> <i>UST-General-2007a.txt</i>	General UST records. It contains 1 record for every unique combination of general or specific code cite, F/M, and end_date, which is usually insufficient to determine VCC

Document/File Name	Description
	Code. Filename is "UST" + "General" + Year of the Release plus the letter "a". In both Excel and pipe-delimited text format. This table will be primarily for use by VSP in processing paper fingerprint cards, and may also be used by SCV to obtain a standardized generic description when there is insufficient information to determine a VCC Code.
<i>UST-General-2007b.xls</i> <i>UST-General-2007b.txt</i>	Interim release of General UST records that includes all records – not just the changes. Filename is "UST" + Year of the Release plus an appended letter (b,c,d etc.) as a version designation. In both Excel and pipe-delimited text format.
<i>UST-TNC-Unique-2007d.xls</i> <i>UST-TNC-Unique-2007d.xls</i>	Unique General Offenses: Variation of the General Offense Table which contains only unique combinations of general code cite + Type (F/M). You probably should not use this table unless you have been told that it will serve your needs.
MagCodeSection.xls	Statute table from the eMagistrate system to be used by DCJS to assign the appropriate Base_Key and Extended_Key.
MagCodeKeys.xls	Table of magistrate genkeys with the appropriate Base_key and Extended_Key. To be compiled by DCJS based on information in MagCodeSection.xls and the UST.
http://www.dcjs.virginia.gov/ijp/ust.to.be.determined	UST webpage